



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: March 1, 2019
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Pre-City Council Meeting Report

Human Resources

- Vacant Positions
 - Captain Blake Wade resigned of the Leon Valley Fire Department
 - Six Firefighter Paramedic positions are open. We have four applicants currently in the background review process. One applicant finishing up his physicals.
 - One Public Works Laborer position

- Court

Weekly Date for Community Service	Hrs. Scheduled	Hrs. Completed	Public Works	Fire Dept.	Municipal Court	Com Dev	Outside The City
02/10/2019-02/16/2019	0	0					
02/17/2019-02/24/2019	0	16	16				

Court Dates	# Of Cases Scheduled	# Of Defendants Scheduled	# Of Cases Processed During Court
02/21/2019	452	286	182
02/28/2019	402	255	

Public Works

- Projects:
 - Trenching along Forest View is complete. The contractor was able to dig down four feet in the street, and then backfilled the trench with soil and concrete flowable fill. The Construction Crew is topping off the street with asphalt and will finish this week.
 - Clark Construction will wait until March to complete the seal coating, as they need warmer weather. They are still replacing the remaining non-ADA curb ramps.
 - RCO Construction finished the Poss Rd. sewer main replacement – staff performed a walk-through last week and found some minor punchlist items, which they will complete in the next couple of weeks.
 - The contractor for the LC-17 project will be working on culvert headwalls on Culverts 1 and 6 this week. They are continuing work on prepping for the sewer bypass, including backfill of manholes and testing pipes, tentatively scheduled for 3/14 (barring any weather delays, etc.), and Crews are continuing work on lateral installation at Culvert 1. Due to a design issue, they have ordered specially fabricated CMP pipe to install a junction box near Jeff Loop- this will promote positive flow in the channel, and they are continuing to work on creek grading and haul off. This

will allow them to install lateral service lines in the creek. Due to a design error and excessive ground water at channel 2, they are waiting for a complete redesign in that area, which has caused a month delay. The engineers are considering installing a French drain under the length of the channel to accommodate the groundwater intrusion. **The project's projected end date is now May 16th, with 30 days allotted for punch-list.**

- Construction on the new sewer main extension at 7520 Huebner Road was completed last week. The contractor is cleaning up the site.
- Work on The Ridge at Leon Valley Park walking path is still in progress. The new playground equipment was installed, and new benches will go in, once the path is complete. The Crew is also going to clean out the junk, debris, and downed timbers in the tributary next to this park.
- We are waiting on NG Painting to submit construction contracts for the rehabilitation of the Grass Hill above ground water storage tank. They expect to begin at the end of February.
- The City Engineer is working on plans for the bio-swale to be installed at Raymond Rimkus Park Forest Meadow entrance. The project will be let for bidding.
- Staff is working on obtaining a generator for the Grass Hill well plant. We met with the engineer at the site to give them further information about the wells.
- Staff is preparing bid documents to obtain concrete pavers for the parking lot at Shadow Mist.
- The City Engineer is working on documents for the CMAQ reimbursement program through the AAMPO to construct a Hike & Bike Trail through the fire break in the Huebner-Onion Natural Area Park. The application must be submitted by April 1, 2019.
- Staff is working on a proposal to install electric vehicle “refueling” stations at some city facilities. These stations would be “pay as you plug” outlets.
- Staff is working on a proposal for “Gateway” LED signage for Bandera Road to advertise Council and other meetings. This item will be presented to Council at the March 5th meeting for final approval.
- Staff is working on a grant from the CDBG to remodel the Community Center. A Resolution in support of the project will be presented to City Council at the March 5th meeting.
- Staff met with CPS Energy to install street lights in the overflow parking lot at City Hall. They should have the lights installed in the next 2 months.
- Pool bids were opened on Feb. 20th, with only one company submitting. The result will be presented to City Council at the March 5th meeting.
- The new library LED monument sign is scheduled for installation starting on Monday of next week. Structural steel will go in this week.
- Will be setting up for Earthwise Living Day event on Thursday and Friday at the Community Center. The event is this Saturday, from 9:30 am to 1:30 pm.
- Finishing up the constructing gazebo at Silo Park by installing the roof.
- Repaired exterior lights at the Library.
- Repaired water lines and removed old composting bins at Community Garden.
- Constructing walking path at The Ridge at Leon Valley Park and clearing land for park.
- Repairing asphalt on Forest View.
- Will be repairing sidewalk and curb along Forest Pine.
- Repaired sidewalk along Evers Road.
- Performed final walk through with RCO Construction on Bluebird water main and Poss Road sewer main replacement project.
- Working on both well sites to assure state inspection passes.
- Training
 - The Director attended Community Emergency Response Team (CERT) class, from February 22 – 24 in Kerrville.
 - Backhoe training class for the Crews will be held on March 18th and 21st.
 - The Director will be attending a management training class offered by the TCMA on March 27th and 28th, in Irving, Texas.

- The Director will be attending a National Stormwater class on April 15th and 16th.

Police Department

Please see below information on police activity over the listed period. Have a great day!

- Arrest
 - 2-04-19 – 5700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-04-19 – 6600 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-04-19 – 7100 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-04-19 – 5700 Wurzbach Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-04-19 – 5000 Timberhill – Abandoned vehicle – Vehicle Impounded
 - 2-05-19 – 7200 Huebner Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-05-19 – 5900 Bandera Rd. – Emergency Detention – One arrested/released at hospital
 - 2-05-19 – 5600 Bandera Rd. – Theft – One arrested for Theft < \$100
 - 2-05-19 – 5900 Bandera Rd. – Emergency Detention – One arrested/released at hospital
 - 2-06-19 – 6200 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-06-19 – 7100 Bandera Rd. – Emergency Detention – One arrested/released at hospital
 - 2-06-19 – 6200 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-07-19 – 4700 Timco West – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-07-19 – 5700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-07-19 – 6400 Bandera Rd. – Traffic Stop – One arrested on active warrants – Vehicle Impounded
 - 2-07-19 – 6400 Shadow Mist – Suspicious person – One arrested for possession of Marijuana < 2 oz. – Vehicle Impounded
 - 2-08-19 – 5800 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-08-19 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-08-19 – 6500 Grissom Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-08-19 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-08-19 – 5600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-09-19 – 6100 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-09-19 – 5600 Evers Rd. – Assault/Bodily Injury/Family Violence – One arrested for offense
 - 2-09-19 – 5200 Evers Rd. – Traffic Stop – One arrested for DWI – Vehicle Impounded
 - 2-09-19 – Bandera Rd. @ Grass Hill – Emergency Detention – One arrested/released at hospital
 - 2-09-19 – 7100 Bandera Rd. – Traffic Stop – One arrested for Unauthorized Use of a Motor Vehicle and one arrested for Unlawfully Carrying a Firearm – Vehicle Impounded
 - 2-09-19 – 7000 Bandera Rd. – Traffic Stop – One arrested for Possession of Marijuana < 2 oz.
 - 2-10-19 – 6800 Bandera Rd. – Emergency Detention – One arrested/released at hospital
 - 2-10-19 – 5600 Bandera Rd. – Theft – One arrested for Theft < \$100
 - 2-10-19 – 5700 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
 - 2-11-19 – 7000 Mill Stream – Violation City Ordinance (Inoperable vehicle) – Vehicle Impounded
 - 2-11-19 – 6500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-12-19 – 6500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-12-19 – 5600 Bandera Rd. – Theft – One arrested for Theft (Felony Enhancement)
 - 2-13-19 – 6800 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-14-19 – 6000 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-14-19 – 5700 Bandera Rd. – Traffic Stop – One arrested for Driving While License Invalid – Vehicle Impounded
 - 2-14-19 – 5600 Evers Rd. – Assault/Family Violence – One arrested for offense
 - 2-15-19 – 5600 Bandera Rd. – Traffic Stop – One arrested for Driving While Intoxicated
 - 2-16-19 – 5600 Wurzbach Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-16-19 – 6200 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded

- 2-17-19 – 5600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- Significant Calls
 - 2-04-19 – 7000 Bandera Rd. – Crash
 - 2-04-19 – 7700 Eckhert Rd. – Alarm
 - 2-05-19 – 5300 Bandera Rd. – Alarm
 - 2-05-19 – 5600 Grissom Rd. – Burglary/Vehicle
 - 2-05-19 – 5700 NW Loop 410 – Crash
 - 2-05-19 – 6600 Bandera Rd. – Crash
 - 2-05-19 – 6800 Poss Rd. -Crash
 - 2-05-19 – 7400 Canterfield – Criminal Mischief
 - 2-05-19 – 5900 Bandera Rd. – Criminal Mischief
 - 2-05-19 – 5600 Grissom Rd. – Burglary/Vehicle
 - 2-06-19 – 7100 Bandera Rd. – Crash
 - 2-06-19 – 5700 NW Loop 410 – Crash
 - 2-06-19 – 5900 Bandera Rd. – Crash
 - 2-06-19 – 7100 Huebner Rd. – Crash
 - 2-06-19 – 5700 Bandera Rd. – Crash
 - 2-06-19 – 7400 Huebner Rd. – Crash
 - 2-06-19 – 6600 Bandera Rd. – Crash
 - 2-06-19 – 5700 NW Loop 410 – Hit and Run Crash
 - 2-06-19 – 5600 Bandera Rd. – Criminal Trespass
 - 2-07-19 – 6700 Poss Rd. – Alarm
 - 2-07-19 – 6700 Sawyer Rd. – Animal call
 - 2-07-19 – 6100 Bandera Rd. – Hit and Run Crash
 - 2-07-19 – 5600 Grissom Rd. – Crash
 - 2-08-19 – 6600 Evers Rd. – Crash
 - 2-08-19 – 6800 Huebner Rd. – Crash
 - 2-08-19 – 6400 Bandera Rd. – Crash
 - 2-08-19 – 5600 Evers Rd. – Burglary/Habitation
 - 2-08-19 – 6500 Bandera Rd. – Alarm
 - 2-08-19 – 6300 Sun View – Violation City Ordinance (Inoperable vehicle)
 - 2-09-19 – 5400 Brisa Estate – Alarm
 - 2-09-19 – 6200 Setting Sun – Violation City Ordinance (Inoperable vehicle)
 - 2-09-19 – 6700 Bandera Rd. – Crash
 - 2-09-19 – 7200 Bandera Rd. – Crash
 - 2-09-19 – 5400 Wurzbach Rd. – Crash
 - 2-09-19 – 6900 Poss Rd. – Crash
 - 2-09-19 – 6900 Poss Rd. – Crash
 - 2-09-19 – 6300 Stirrup Lane – Found missing person
 - 2-09-19 – 5900 Bandera Rd. – Suspicious person
 - 2-09-19 – 6300 Evers RD. – Theft/Vehicle
 - 2-10-19 – 6400 Bandera Rd. – Violation City Ordinance X2 (parking and inoperable vehicle)
 - 2-10-19 – 6700 Sunlight – Violation City Ordinance (Inoperable vehicle)
 - 2-10-19 – 5300 Wurzbach Rd. – Theft
 - 2-10-19 – 5900 Forest Ledge – Violation City Ordinance (Inoperable vehicle)
 - 2-10-19 – 5400 Bandera RD. – Alarm
 - 2-10-19 – 5600 Evers Rd. – Theft \$100-750
 - 2-11-19 – 6200 Stirrup Ln. – Apparent sudden death
 - 2-11-19 – 5600 Bandera Rd. – Theft \$100-750
 - 2-11-19 – 5400 Bandera Rd. – Alarm
 - 2-11-19 – 6000 Evers Rd. – Violation City Ordinance (Parking violation)

- 2-11-19 – 7500 Linklea – Found open garage door
- 2-11-19 – 6600 Peachtree – Found open garage door
- 2-11-19 – 5900 Bandera Rd. – Crash
- 2-11-19 – 6400 Bandera Rd. – Theft
- 2-11-19 – 5600 Bandera Rd. – Crash
- 2-12-19 – 6400 Bandera Rd. – Crash
- 2-12-19 – 7800 Eckhert Rd. – Burglary/building
- 2-12-19 – 7000 Bandera Rd. – Crash
- 2-12-19 – 6900 Bandera Rd. – Crash
- 2-12-19 – 5400 Bandera Rd. – Crash
- 2-12-19 – 6700 Bandera Rd. – Burglary/building
- 2-12-19 – 5600 Evers Rd. – Crash
- 2-12-19 – 7100 Forest Moss – Violation City Ordinance (Inoperable vehicle) X2
- 2-12-19 – 7100 Forest Moss – Found open garage door
- 2-12-19 – 6900 Forest Meadow – Violation City Ordinance (Parking violation) X2
- 2-12-19 – 5900 Forest Mill – Violation City Ordinance (Inoperable vehicle)
- 2-12-19 – 6800 Forest Haven – VCO (Parking violation)
- 2-12-19 – 6100 Forest Court – Violation City Ordinance (Inoperable vehicle)
- 2-12-19 – 6700 Timberhill – Alarm
- 2-12-19 – 6600 Charles Field – Lost property
- 2-12-19 – 5500 Grissom Rd. – Crash
- 2-12-19 – 6500 Bandera Rd. – Crash
- 2-12-19 – 6700 Bandera Rd. – Crash
- 2-13-19 – 5600 Bandera Rd. – Crash
- 2-13-19 – 6400 Von Rusk – Theft/vehicle
- 2-13-19 – 6000 Bandera Rd. – Suspicious vehicle
- 2-13-19 – Evers Rd. at Forest Pine – Crash
- 2-13-19 – 6000 Grissom Rd. – Found property
- 2-13-19 – 6100 Sun Dial – Found open vehicle door
- 2-13-19 – 6700 Evening Sun – Found open garage door
- 2-13-19 – 7100 Huebner Rd. – Missing person
- 2-13-19 – 7500 Eckhert Rd. – Assault
- 2-14-19 – 6100 Wurzbach Rd. – Theft \$100-750
- 2-15-19 – Bandera Rd. at El Verde – Crash
- 2-15-19 – 6600 Grissom Rd. – Crash
- 2-15-19 – 7000 Huebner Rd. – Crash
- 2-15-19 – 5600 Evers Rd. – Criminal Mischief
- 2-15-19 – 6900 Sun Light – Found open vehicle door
- 2-15-19 – 5300 Wurzbach Rd. – Criminal Trespass
- 2-15-19 – 5400 Grissom Rd. – Robbery
- 2-15-19 – 6800 Bandera Rd. – Hit and Run crash
- 2-15-19 – 6100 Wurzbach Rd. – Theft < \$100
- 2-15-19 – 5600 Bandera Rd. – Theft \$2500-\$30,000
- 2-15-19 – 5400 Wurzbach Rd. – Crash
- 2-16-19 – 6300 Bandera Rd. – Criminal Mischief
- 2-16-19 – 7200 Forest Mont – Violation City Ordinance (Inoperable vehicle)
- 2-16-19 – 7100 Forest Mont – Violation City Ordinance (Inoperable vehicle)
- 2-16-19 – 5900 Forest Ledge – Violation City Ordinance (Parking violation)
- 2-16-19 – 7000 Forest Meadow – Violation City Ordinance (Inoperable vehicle)
- 2-16-19 – 7000 Forest Grove – Found open garage door
- 2-16-19 – 7100 Tea Leaf – Violation City Ordinance (Inoperable vehicle)

- 2-16-19 – 6000 Rue Sophie – Found open garage door
- 2-16-19 – 6800 Forest Meadow – Burglary/vehicle
- 2-16-19 – 6300 Handsome Lake – Violation City Ordinance (Inoperable vehicle)
- 2-16-19 – 6000 Rue Sophie – Violation City Ordinance (Inoperable vehicle)
- 2-16-19 – 5700 NW Loop 410 – Child abuse
- 2-16-19 – 5900 Wurzbach Rd. – Theft
- 2-16-19 – 6900 Bandera Rd. – Crash
- 2-17-19 – 7300 Canterfield – Crash
- 2-17-19 – 7000 Bandera Rd. – Crash
- 2-17-19 – 5600 Evers Rd. – Burglary of a Habitation
- 2-17-19 – 5900 Bandera Rd. – Theft/service
- 2-17-19 – 6700 Evening Sun – Violation City Ordinance (Inoperable vehicle) X2
- 2-17-19 – 7000 Forest Pine – Violation City Ordinance (Inoperable vehicle)
- 2-17-19 – 5500 Bandera Rd. – Alarm
- 2-17-19 – 7000 Forest Grove – Violation City Ordinance (Inoperable vehicle)
- 2-17-19 – 5800 Bandera Rd. – Alarm
- 2-17-19 – 6000 Kinman – Burglary of a Vehicle
- 2-17-19 – 7000 Bandera Rd. – Crash
- 2-17-19 – 7500 Linkview – Violation City Ordinance (Inoperable vehicle)
- 2-17-19 – 7700 Linkside – Violation City Ordinance (Inoperable vehicle)
- 2-17-19 – 7600 Linkside – Violation City Ordinance (Inoperable vehicle)
- 2-17-19 – 7500 Linkwood – Violation City Ordinance – (Inoperable vehicle)
- Traffic Citations - 155
- Warnings – 42
- **Cases Filed by CID, Five (5):**
 - One (1) Theft \$2500-\$30k
 - One (1) Obstruction/Retaliation case (Filed at large)
 - One (1) Possession of a Controlled Substance < 1 G
 - One (1) Unauthorized Use of a Motor Vehicle (Juvenile)
 - One (1) Assault Family Violence (misdemeanor)
- **CID Activity/Active Investigations**
 - Detectives investigated two (2) apparent suicides during the reporting period.
 - Detectives continue to work with the DA’s Office to prepare search warrants for Google/YouTube.
 - Detectives served additional preservation orders to Google/YouTube.
 - An investigation continues in an Injury to a Child.
 - Detectives assisted in identifying all four suspects in Murder/warrants coming soon from SAPD.
 - An Assault Family Violence case is still under investigation.
 - Two registered sex offenders were registered.
 - Downloaded Ten (10) videos for District Attorney’s Office
 - Case 201805286 (Assault FV) took statement from victim.
 - Case 201900129 (Theft) made contact and waiting for dollar value of items taken.
 - Case 201900091 (Fail to Stop and Render Aid) viewed video from local business.
- Code Enforcement
 - (22) Junked/abandoned/illegal vehicles tagged, and two citations given
 - (36) Grass/weed violations were handled
 - (85) Five bandit signs were seized
 - (16) Trash complaints
 - (09) Building violations/complaints
 - (03) Graffiti complaints
 - (07) Parking complaints

- (03) Vehicle blocking sidewalks
- (02) Fence Complaints
- (01) Storage Complaints
- (01) Pool Complaints
- VCO Citations Were Issued at the Following Locations:
 - 6600 Peachtree- inoperable vehicle were removed
 - 6700 Yellow Rose – inoperable vehicle letter were issued
 - 7000 Wildfern- inoperable vehicle letter issued
 - 7500 Linkmeadow- inoperable vehicle letter issued.
 - 7500 Linklea- inoperable vehicle letter issued.
 - 7000 Pepperwood – inoperable vehicle letter issued.
 - 6600 Cherryleaf- inoperable vehicle letter issued.
 - 6600 Timberhill- inoperable vehicle letter issued.
 - 6600 Bandera Rd – six (6) inoperable vehicles were issued letters
 - 6800 Bandera Rd- Jack in the Box contacted for trash in parking lot.
- Animal Control
 - (08) At large dog calls
 - (04) feral cats Trapped for T&R program
 - (03) Missing Animals
 - (02) Dead Racoons
 - (01) Dog Bite
 - (01) Raccoon Bite
 - (04) Wild Animal
- Traffic Unit
 - Active assignments include school zones before and after school, neighborhood speeding/traffic concerns including 6600 Bandera at the Walgreens, Evers Rd (21 citations issued)/Poss/Forest, Bandera/Seneca, Leon Valley Elementary (19 citations issued), Marshall High School on Lobo Ln, Monte Robles, Linkwood, Timber Hill (10 citations) and 6100-6600 Evers.
 - Moving Violations 98
 - Non-Moving Violations 30
 - Warnings 49
 - VCO 06
 - Vehicles Impounded 17
- Training
 - All leadership (20) personnel attended “Legal Aspects of Police Misconduct” training on 02-14-19.
- Volunteer Activity
 - Chief Salvaggio, Lt. Anderson, and Detective Brooks continue working with the Texas Special Olympics to support the Spring and Summer Olympic games.
 - Chief Salvaggio and Asst. Chief Saucedo are working with Marshall High School to help develop the new Law and Medical Magnet School.
 - Officer Breton conducted three interviews and a public service announcement for Telemundo Television.
- **Fire Department**
 - **Congratulations to Blake Wade on his retirement from the City of Leon Valley!** On Friday, February 22, 2019, we had a retirement luncheon presented Blake with an honor plaque to extend our gratitude for his commitment and accomplishments to the City of Leon Valley community for 14 years, yet in the fire service for 34 years. Blake will be greatly missed, yet we are extremely proud and happy for him and his family on their new adventure.

- **Congratulations to Billy Lawson who has transitioned to assist Public Works!** Billy has been committed to the City of Leon Valley for 18 years; therefore, we celebrated him with a cake and presented him with a Helmet Plaque Display to mount his helmet. We are grateful for his continuous generosity representing the City of Leon Valley and service to our community.
- **Fire Investigation-** A house fire occurred on February 21, 2019 at 10:20pm at “6235 Setting Sun” which spread to the neighbor’s house of “6806 Sunlight Drive”. No people or animals were injured at either resident. Firefighters were on the scene quickly and able to prevent further spread of the fire to the neighboring house. The scene is still under investigation and we will provide an update upon the fire investigation conclusion.
- **Flood Emergency Plan Magnets (associated FERP-Flood Emergency Response Plan)** – We distributed Flood Magnets at the City Council Meeting on February 19th, 2019 to City Council and LV residents. The Fire Dept will be distributing Flood Magnets (w/Red Cross shelter emergency map/information and contact numbers), delivering door to door in the flood plain housing areas in the month of March. We have posted on our social media pages (Facebook & Next door), we will be distributing at community events such as Earthwise Day, Arbor Day and the 4th of July Celebration. The Flood Magnets are available at the Fire Dept, Police Dept, City Hall (City Council table, literature rack) as well as the Library. We have notified Tracy Beach, American Red Cross, Disaster Program Manager regarding Leon Valley’s proactive FERP-Flood Emergency Response Plan initiatives as well as the Flood Magnet for their records. We thanked American Red Cross for partnering with us. Per Ms. Beach, “Appreciate all you all do to prepare your community!”.
- **Heroes for Health Program-** Firefighter/Paramedics will be visiting and presenting a “Heroes for Health Program” to Driggers Elementary, Leon Valley Elementary as well as Oak Hills Terrace Elementary on Thursday, February 28th. This educational program comprises of presenting Health & Exercise, Healthy Foods as well as Fun Health Games to the children at each school.
- **School of Science and Technology-Discovery-** A Exceptional Thank you to SST Discovery had a Winter Open House and Winter Movie Night and by way of donations they were able to raise \$500 to purchase smoke detectors. SST-Discovery donated “96” smoke alarms to our LV “Smoke Detector Program” utilized to proactively install/replace in Leon Valley resident homes, free of cost for the safety of our residents.
- **Fire Recovery USA** – The Fire department has received an incident recovery total collection in the amount of **\$29, 936.43** to date with 54 pending claims, and 3 denials by insurance companies.
- **Census 2020** – Wednesday, February 6, 2019, Mayor Riley, Sandy and Lisa met to discuss contacting community organizations to be attendees on the committee who represent “Business, Religious, Education, Community Organizations, Senior Citizen Population, Minorities”. We each will reach out to specific people to contact to confirm their interest as a member of the 2020 Census Committee and schedule our next agenda meeting.
- **Bowling for Badges** – Eric Burnside is putting together a team to represent Leon Valley Bowling for Badges which is in support of local Special Olympics Texas Athletes. The event is on Tuesday, March 26, 2019, the teams will comprise of 4 Leon Valley team members plus one assigned Special Olympics Texas athlete. The entry fee is \$30 per person or \$120 per team (4), the fee includes two games and shoe rental. We have sent participation encouragement emails periodically to employees prior to the event to raise excitement for this great cause.

Community Development Department

- Zoning Code/Comprehensive Plan Revisions
 - The Zoning Commission held meetings in September and October to discuss revisions to the City’s zoning code.
 - These meetings included discussion on mixed-use and redevelopment, particularly along the Bandera Road Corridor. However, the current comprehensive plan and future land

Use plan (which is a component of the Comprehensive Plan) do not go into detail on these topics; particularly on Bandera Road.

- The Comprehensive Plan is a policy document, created by the community that guides among many things, the formulation/implementation of zoning. It is important that discussion regarding mixed-use, redevelopment, and infill also occur at a comprehensive planning and community level first, before the zoning code revision process continues.
- Future updates and revisions to the City's Comprehensive Master Plan were discussed at the City's Town Hall meeting on January 26, 2019. Staff is in the process of developing a schedule of future public meetings to discuss these revisions, which are anticipated to take place over the next six months
- Zoning Commission
 - Staff has received a request for an SUP for a self-service carwash and auto detailing at 6617 Evers Road. This request is anticipated for consideration at the March Zoning Commission meeting.
 - The Zoning Commission met on Tuesday, February 26, 2019. The following items were considered:
 - Recommendation on the appointment of a alternate position to a regular position.
 - The next Zoning Commission meeting is scheduled for Tuesday, March 26, 2019. The following items are scheduled for consideration:
 - Zoning Code Amendment Regarding requirements and procedures for Certificates of Occupancy.
 - Zoning Code Amendment Regarding requirements for Community Homes.
 - Zoning Code Amendment Regarding requirements non-conforming structures within the Sustainability Overlay District.
- Board of Adjustments
 - Staff has received a request for a variance at 6617 Evers Road. This request is anticipated for consideration at the March or April Board of Adjustment meeting.
 - The Board of Adjustment met on Wednesday, February 13, 2019 to consider the following request:
 - An appeal to the requirements of Chapter 15.02, Appendix C, I Sustainability Overlay District requirements at 6703 Poss Road (NE Corner of Poss and Grissom Roads). **Approved**
 - A variance to the requirements of Chapter 15.02, Appendix C, I Sustainability Overlay District requirements regarding cross access at 6703 Poss Road (NE Corner of Poss and Grissom Roads). **Denied**
 - A variance to the requirements of Chapter 15.02, Appendix C, I Sustainability Overlay District requirements regarding window and glazing requirements at 6703 Poss Road (NE Corner of Poss and Grissom Roads). **Approved**
 - The next Board of Adjustment meeting is scheduled for Thursday, March 14, 2019. The meeting is planned to be a training/workshop session focusing on the recently revised procedures and criteria for evaluating variance requests.
- Plats
 - Staff has an open replat request by Huebner Dirt Investments Ltd. for 2.418 acres located on Huebner Road. The replat would potentially create 3 lots. The land is undeveloped and is currently zoned B-1 and B-2. The applicant plans to request a rezoning of the property and has postponed his plat application until that time. An SUP will also be required for new commercial development on the site because it is adjacent to residential zoning.
 - Staff has received a request for an amending plat for the Northside ISD property at 5900 Evers Road.
- City Council

- The City Council does not currently have any Community Development Department related items scheduled to be considered at the March 5, 2019 meeting.
- Permitting and Records
 - 50 walk-in customers were served.
 - 87 permits were processed or are in progress.
 - 6 Certificates of Occupancy were applied for.
 - 5 Certificates of Occupancy were issued.
 - TXLV Bandera MHP 2 LLC- 7132 Bandera (Manufactured Home Park)
 - QLC Plus Landscaping- 5504 Bandera Rd Ste 301
 - Pet Town- 7109 Bandera
 - Express Care Ambulance- 5415 Bandera Rd Ste 504
 - Circle K #2741048- 7153 Bandera (Change of Ownership)

Economic Development

- E&CD Advisory Committee check disbursement to Office Furniture Liquidations
- Attended Chamber of Commerce Luncheon 2/20/2019
- Successfully worked with property owner of 7500 Eckert to address ONIT complaint of damaged parking surface at strip mall center.
- Met with VIA Metro Transit government Relations Coordinator 2/20/2019
- Attended CDBG grant application meeting with Special Events Coordinator and Public Works leadership 2/19/2019
- Successfully completed Economic Development Course for certification purposes
- Presentation to City Council for E&CD Advisory Committee amendment 2/19/2019
- Walked LC 17 Project with citizen, CM, PW Director, and Engineer 2/19/2019
- Incode training with Assistant Finance Director 2/21/2019
- Facilitated ONIT meeting 2/27/2019
- Attended Sign Code Update Advisory Committee meeting 02/25/2019
- Attended meeting concerning Soap Box Derby 2/13/2019
- Logged and tracked 50+ ONIT cases
- Worked with business owner of Big-O-Tires and Accounts Examiner with the State Comptroller Office to determine proper authority for issuance of Texas Tax and Use Certificate
- Enforcement:
 - 5700 Wurzbach – Graffiti
 - 5650 Grissom – The Place at Shadow Valley Apartments – multiple signage violations
 - 6007 Grissom – Valencia Loft Apartments – signage violations
 - 6838 Bandera – Office Furniture Liquidations – vehicle sign
- Fire and Zoning Inspections:
 - 6810 Bandera – Exclusive Adult Day Care
 - 6412 Bandera – Intentional Patterns
 - 7081 Bandera – Meineke Car Care
 - 7247 Bandera – Fajita Express Mexican Grill
 - 7007 Bandera – Machu Picchu Peruvian Grill
 - 7308 Reindeer Trail – Johnny’s Automotive
 - 6700 Huebner – Strike Zone
 - 6623 Adair – Just Like Home Care
 - 6904 Bandera #1 – Soccer Guru
- Stop Work Orders:
 - 5650 Grissom – Shadow Valley Apartments
 - Working with property manager to address obtain an updated Certificate of Occupancy and address violations, to avoid a Stop Work Order

- 5 Certificates of Occupancy were issued:
 - TXLV Bandera MHP 2 LLC- 7132 Bandera (Manufactured Home Park)
 - QLC Plus Landscaping- 5504 Bandera Rd Ste 301
 - Pet Town- 7109 Bandera
 - Express Care Ambulance- 5415 Bandera Rd Ste 504
 - Circle K #2741048- 7153 Bandera (Change of Ownership)
- Special Events
 - Special Events Coordinator continues to update and reorganize the City’s website and social media pages, as well as lease and promote the Leon Valley Community and Conference Center
- Ongoing Projects:
 - Working on the It’s Time Texas Community Challenge Video
 - Continue to coordinating with providers and sponsors for the 4th of July Event
 - Preparing the schedule/sponsor list for the Soap Box Derby Event; 10/26/2019
 - Working on possible CDBG Grant for the Community Center
 - Working on updated brochures for the Leon Valley Community and Conference Centers
 - Continue to coordinate with John Marshall High School, to host the unveiling of their 18-wheeler in conjunction with Movies in Park Event, 4/12/2019

City Secretary

- Since the last report, the City Secretary’s Office has received 18 open record requests. The requests were for: permit information, Red Light Camera items, planning/platting site plans, Staff emails, staff text messages, staff phone records, body cam videos, police reports and accident reports.
- Prepared, posted and drafted City Council agendas and minutes.
- Prepared and submitted for publication recently qualifying adopted City ordinances.
- Continued working on preparations for the April 4, 2019 for the 2019 Volunteer Appreciation Dinner.
- Worked with Bexar County Elections Department Staff on Election Items for the February 12, 2019 Special Election, March 12 Special Runoff Election and the May 4, 2019 General Election.
- Began working on the Fiscal Year 2020 City Manager and Council Proposed Budget.
- Worked on the April/May 2019 Lion’s Roar News Letter article from the Office of the City Secretary and other General Election Informational Articles.
- Building Maintenance:
 - Submitted a requisition to Purchasing for the budgeted replacement of City Hall storefront nearest Council Chambers

Library

- Library Trustee Meeting Thursday, March 14 at 5:30pm in the library.
- The Library recently received two awards:
 - “Most Loved” award in the library category from HulaFrog which is a local parents/family website that features family events. Parents voted and we won over six San Antonio branches on the NorthWest side.
 - Texas Municipal Library Directors Association awarded the LV Library the 2018 Achievement of Excellence in Library Service Award for the fifth straight year. A presentation will be made at a future Council Meeting.
- The Library will be CLOSED on Sunday, March 3 due to carpet cleaning.
- The Library will be celebrating Dr. Seuss’ birthday on Wednesday, March 6 at 10:30am.
- Spring Break is March 11-15 and the library will have special events daily.
 - Monday, March 11, 2019, at 11:00 a.m. – 2:00 p.m.: Kinetic Sand
 - Tuesday, March 12, 2019, at 2019, 3:00 p.m. - 4:30 p.m.: Elephant Toothpaste STEM event
 - Wednesday, March 13, 2019, at 10:30 a.m.: Symphony Presentation
 - Thursday, March 14, 2019, All Day: Pi Day Activities
 - Friday, March 15, 2019, at 12:00 p.m. – 3:00 p.m.: STEAM Carnival

Upcoming Events:

- Next Regular Council Meeting begins at 6:00 p.m. on Tuesday, March 5, 2019, at 6:00 p.m.
 - Next Regular City Council Meeting Tuesday, March 19, 2019, at 6:00 p.m.
 - Leon Valley Public Library will be CLOSED Sunday, March 3, 2019, for carpet cleaning purposes. The Library hours will resume as normal on Monday, March 4, 2019.
 - 2019 Volunteer Appreciation Dinner, Thursday, April 4, 2019, at 6:00 p.m. at the Leon Valley Conference Center.
 - May 4, 2019, General Election
 - March 2, 2019, is Earthwise Living Day Event at Leon Valley Community and Conference Centers, 6425 Evers Rd.
 - The next impound lot auction is scheduled for March 14th, 2019, behind the Community Center, 6427 Evers Road, Leon Valley, Texas 78238. The viewing starts at 8:00 am and the auction begins at 9:00 am.
 - Trash and Treasure Sale March 9, 2019, at the Leon Valley Community Center from 9: 00 a.m. – 2:00 p.m.
 - AARP Foundation Tax-Aid, Tuesdays and Thursdays beginning February 5, 2019, through April 11, 2019, at the Leon Valley Community Center.
 - Spring Break is March 11-15 and the library will have special events daily.
 - Monday, March 11, 11:00 a.m. – 2:00 p.m.: Kinetic Sand
 - Tuesday, March 12, 2019, 3:00 p.m. - 4:30 p.m.: Elephant Toothpaste STEM event
 - Wednesday, March 13, 2019, 10:30 a.m.: Symphony Presentation
 - Thursday, March 14, 2019, All Day: Pi Day Activities
 - Friday, March 15,2019, 12:00 p.m. – 3:00 p.m.: STEAM Carnival
 - Movies in the Park and the unveiling of John Marshall High School’s 18-wheeler on April 12, 2019, at dusk
- Committee Meetings:
 - Pool Advisory Committee Meeting will be held on March 4, 2019, at the Forest Oaks Pool at 6:00 p.m.
 - Economic & Community Development Advisory Committee meeting will be held on March 4, 2019, at 6:00 p.m.
 - Citizens Police Advisory Committee will hold a meeting on March 20, 2019, at 6:00 p.m. at City Hall.
 - Sign Code Advisory Committee will hold a meeting on March 11, 2019, at 6:30 p.m. at City Hall.
 - Library Trustee Meeting will be held on March 14, 2019, at 5:30 p.m. at the Library
 - Zoning Commission Meeting will hold a meeting on March 26, 2019, at 6:00 p.m. at City Hall.
 - Board of Adjustments Meeting will be held on March 14, 2019, at 6:00 p.m. at City Hall.
 - Park Commission Meeting will be held on March 14, 2019, at the Conference Center at 6:30 p.m.
 - The Beautification Committee will meet on March 20, 2019, at 4:15 pm at the Fire Station.